



# CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

**DATE:** March 30, 2006  
**POSITION:** ASSOCIATE BUSINESS MANAGEMENT ANALYST  
Permanent Full Time

**SALARY:** \$4111 – 4997

Position Action #56-149 & #56-246

**LOCATION:** CUIAB, Administrative Services  
2400 Venture Oaks Way, Suite 400, Sacramento, CA 95833

## **POSITION DESCRIPTION:**

Under the general direction of the Staff Services Manager II, Business Services Section, this position independently provides all facets of facilities planning and acquisition services for the CUIAB headquarters, appeals offices and hearing facilities statewide and in specific geographic areas.

- The incumbent plans, organizes and directs the modifications or enhancements of an appeals office and hearing facility. This position must also perform the most complex and technical research and analysis of the various space issues to meet all work and safety standards, ADA compliance, as well as security.
- The incumbent represents the CUIAB in all leasing matters when working with the DGS, Real Estate Services Division and the Department of Finance. Develops all space action requests, space allocation guidelines, Form 10 and CEQA. Represents the CUIAB when participating with DGS on a site search to locate office space that meets the program requirements.
- Works with the PALJ, LSS II, and management to develop preliminary floor plans and modular furniture plans. These plans are used to assist the DGS planner when designing an efficient space for an appeals office and hearing facility.
- The incumbent works with the planner, contractor and lessor representative during the construction phase of the project; coordinates with various security vendors and IT to ensure telephone and data needs are met. At the completion of the project, the incumbent contracts with moving companies and coordinates the office relocation and office closures. The incumbent acts as project manager for alteration projects when working directly with building owners.
- Responds to daily building needs and security trouble calls. Contracts with various vendors and building owners to provide services needs to keep an appeals office open to the public.
- Should have experience with the Prison Industry Authority and other modular furniture systems to design new and direct the reconfiguration of existing modular workstations, relocating power poles and data/telecom within the components.
- Approves invoices for payment and monitors expenditures against contracted amounts.
- Must be able to travel to various appeals offices located in the southern and northern regions.

## **WHO SHOULD APPLY:**

Persons who are currently in the classification of Associate Business Management Analyst, or other classes within transfer range. SROA and surplus employees will be given first consideration.

## **SUBMIT APPLICATION**

**(Form 678) to:** California Unemployment Insurance Appeals Board  
Administrative Services, Attn: Ingrid Azvedo  
2400 Venture Oaks Way, Suite 400, Sacramento, CA 95833

**CONTACT:** For more information about this position, contact Pat Houston, SSM II, Administrative Services at (916) 263-3453 or CALNET 8-435-3453.

**FINAL FILING:** Until filled